

**STATEWIDE**  
**ARMY AGR VACANCY ANNOUNCEMENT**  
**ARIZONA ARMY NATIONAL GUARD**  
**ACTIVE GUARD AND RESERVE**  
**HUMAN RESOURCE OFFICE**  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 629-4814; DSN 853-4814  
WEBSITE: [www.dema.az.gov](http://www.dema.az.gov)

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ANNOUNCEMENT NUMBER: 22-054AR      DATE: 17 December 2021      CLOSING DATE: 10 January 2022

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

HUMAN RESOURCES SGT (WY6UAA), PARA/LN: 107/06, E5, 42A20

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**APPOINTMENT FACTORS:**      **OFFICER ( )**      **WARRANT OFFICER ( )**      **ENLISTED ( X )**

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**LOCATION OF POSITION:**

HSC, 158 MEB (WY6UAA) 5363 E McDowell Rd, Phoenix, AZ 85008

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to **current** members of the Arizona National Guard in the pay grades of **SPC/E4-SGT/E5**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

**NOTE:** Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198021

**NOTE:** PCS is subject to availability of funds.

**NOTE:** If within an AGR stabilization period (18 months), approved waiver will be required before start date (if applicable).

**NOTE:** Applicants must be able to become 42A qualified within 12 months of hire.

**NOTE:** Applicants must possess a SECRET (or above) security clearance.

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**INSTRUCTIONS FOR APPLYING:** The documents listed **WILL** be submitted "AS A MINIMUM". **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 Application for Active Guard/Reserve Position;
- b. AZ ARNG Form 34-1 (13 Feb 1998)
- c. AZNG Form 335-4-R (1 April 1992), if applicable;
- d. NGB Form 22, if applicable (Title 32 National Guard applicants, or applicants with prior Title 32 service only);
- e. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months to be valid;
- f. Statement of all active service performed. The following documents are acceptable – Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B Army National Guard Retirement Points History Statement). For other services, equivalent retirement points statement. Must be within 1 year of Annual Ending Date;
- g. Certificate of Release or Discharge DD Form 214(s), DD Form 220(s) and any accompanying DD Form 215(s), if applicable (Title 32 National Guard applicants only);
- h. DD Form 369 (Oct 2011) Police Record Check. **Only** fill out block 1 through 9b, and sign block 11;
- i. Last five (5) Non-Commissioned Officer Evaluation Reports (NCOERs);
- j. DA Form 705 (APFT) or DTMS print out: last three (3) Record APFTs (ensure that height and weight are annotated on DA 705). Profiles must be attached, if applicable. (Prior to COVID-19 exception);
- k. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used in lieu of DA Form 5500/5501, if applicable. (Prior to COVID-19 exception)
- l. Copy of Soldier Record Brief (SRB).

**USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES AND GOVERNMENT MAIL SYSTEM TO SEND APPLICATIONS. APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL. SOLDIERS WHO ARE DEPLOYED MAY SUBMIT HIS/HER APPLICATION USING THE EMAIL ADDRESS OF [NG.AZ.AZARNG.LIST.HRO-WEBMASTER@MAIL.MIL](mailto:NG.AZ.AZARNG.LIST.HRO-WEBMASTER@MAIL.MIL)**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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**\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\***

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### **POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must be a current member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 42A20**

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### **MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. Must be able to become 42A qualified within 12 months of hire.
4. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
5. AGR Soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
6. Must possess the grade equal to or below that authorized for the AGR duty position.
7. Acceptance of an AGR position TERMINATES entitlements to be Selected Reserve Incentive Program (SRIP).
8. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
11. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial Entry Training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; Unsatisfactory Performance, Misconduct, Dropped From the Rolls (DFR), Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
12. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION**

- (1) A physical demands rating of light.
- (2) A physical profile of 323222.
- (3) Qualifying scores.
  - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
- (4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

### **BRIEF JOB DESCRIPTION:**

provides human resources support to three battalions and two direct report units; prepares personnel accounting and strength management reports; prepares and processes recommendations for federal awards and decorations and arranges for awards ceremony; processes centralized and decentralized promotions and reduction actions; types military and non-military correspondence in draft and final copy; prepares and processes requests for transfer or reassignment; processes personnel for separation and retirement; processes suspension of favorable personnel actions and bars to reenlistment.

**Nominating Official:** CW2 Allen

**Selecting Supervisor:** LTC Chun

